This guide will help student organizations, colleges, departments, and individuals utilize the wide array of campus and community resources available to host a successful green event. Green events show your organization’s commitment to the students, environment, and Ohio University’s Climate Action Plan and Sustainability Plan. Your event will raise awareness about resource conservation, empower attendees to live more sustainably, and reduce the carbon footprint of your organization.

Before moving forward with the event planning process, pick a date, time, and place. Then, create a timeline that includes the resources you will need and when you will need them. Starting early and planning ahead will allow effective use of this guide, delegation of tasks, and prevention of rash decisions being made at the last minute. Aspire to include environmental impact as an important factor in your decision-making at every step.

Not sure what your environmental impact will be or how to measure it? Email the Student Zero Waste Coordinator at ZeroWaste@ohio.edu for free consultation. Please note healthier, more sustainable options may cost more so plan accordingly when applying for funding. Many funding sources will support these efforts if applicants clearly correlate funding requests with sustainable efforts (see funding opportunities in appendix).

After using this Guide to help plan event details, go to ohio.edu/sustainability and click the Event Planning link for event registration. This step allows event planners to use the ‘Certified Green Event’ logo on marketing materials and in press releases.

Sustainability meets the triple bottom line PEOPLE, PLANET, PROSPERITY

Sustainability is living in a way that provides future generations with the ability to enjoy the same valuable experiences as the current generation. Sustainability is about being mindful of how we utilize resources; it allows us to critically analyze our own views of “needs” versus “wants” without diminishing quality of life now or into the future.
Minimize publicity waste:

- Use newspapers, organizational newsletters, Compass, social media, and email instead of paper media campaigns.
- Post agendas online or send through email to limit printing.
- Send invitations online: try evite.com and punchbowl.com.
- If printed materials are necessary:
  - Print all publicity materials on recycled paper.
  - Exclude dates on banners so they can be used at future events (i.e. Write RecycleMania!, instead of RecycleMania 2014!).

If your event requires pre-registration, ask participants to register online.

- RSVPs increase the accuracy of attendance estimations, reducing unnecessary costs.

Minimize single use event decoration (i.e. balloons, paper streamers, etc.)

- Invest in re-usable table clothes instead of plastic. They look nicer and last longer. Check out Goodwill or other re-use stores to get good deals on fabric!

Consider carefully any giveaway items.

- If needed, make them meaningful and reusable.

Purchase items made of sustainably grown fibers, organic fibers or recycled materials.

Avoid Styrofoam.

Conferences, Workshops, and Meetings

- Reduce paper waste
  - Use dry-erase boards or chalkboards instead of flip chart paper.
  - Post important information online. Inform Attendees of this option before and during event.
  - Post important documents in public areas or encourage sharing.
  - Print required handouts on both sides of recycled content paper.
  - Consider offering scrap paper for notes.
  - Provide an electronic copy of presentations rather than printing individual ones.

- Purchase reusable or recycled-content office products and promotional items.

- Use reusable plastic name badge holders and collect them for reuse.

Promote your sustainable efforts on publicity materials and encourage media coverage. You earned bragging rights!
Work with off-campus vendors committed to using local, healthy, and/or organic food.
• Casa Nueva, Della Zona, Purple Chopstix and Avalanche, etc.

Consider using on-campus OU Catering Services
• Request seasonal/ local, international, healthy, or vegetarian food.
• If committing to Zero Waste, inform Catering Services so they can plan accordingly.
• Visit their website http://www.ohio.edu/catering/students.cfm or call 740-593-4035 to set up your event.

Buy local seasonal food from the Athens Farmers Market www.athensfarmersmarket.org.
If serving coffee, ensure it is Fair Trade www.fairtradeusa.org/products-partners/coffee.
• Encourage attendees to bring their own mugs.
• Offer compostable cups, not Styrofoam.

Serve bite-size or finger foods which require minimal utensils.
• Buy in bulk.
• Avoid individually packaged food instead offer foods like trail mix, whole fruit, cheese, crackers, and bagels

Eliminate excess food packaging.
• Avoid box lunches, if necessary ensure they are in compostable or recyclable containers.
• Use bulk condiments instead of individual packets.
• Use large serving containers.

Ask food vendors and caterers to use durable serving ware.
• Reusable dishware, utensils, napkins, and tablecloths

If reusable serving ware is unavailable, disposable products should be biodegradable or recyclable.
• Locate products (napkins, etc.) in central location.
• Product recommendation: StalkMarket utensils, plates, and bowls available at campus markets
• Ask vendors to serve sugar and condiments in pump containers instead of packets.

Keep in mind local must be seasonal. For example you can’t get local strawberries in January.
Food and Drink

☐ Request Compost and Recycling bins for your event.
   • Go to https://www.facilities.ohiou.edu/requests/login.php to place a work order for bins. Call 593-0231 with any questions.”

☐ Ensure effective signs and placement to avoid confusion.
   • Place bins in highly visible and trafficked areas.
   • Always match trash cans with a recycling and/or compost bin.
   • Place bins in order: compost, recycle, trash.
   • Consider recruiting volunteers to stand at ‘Zero Waste Stations’ to help attendees use system.
     - Reach out to student organizations like EcoReps and Sustainable OU Leaders (SOUL) with requests for volunteer support.
   • Contact Student ZW Coordinator for ‘Zero Waste Station’ signs.

☐ Announce waste management efforts multiple times throughout the event.

☐ Avoid wasting leftover food.
   • Send extra food home with attendees or event organizers.
   • Encourage the use of reusable containers for sharing leftovers.
   • Contact local food banks or shelters to coordinate donation.

☐ Plan to collect all litter after event.

According to the USDA, 40 percent of purchased food in the United States is wasted.
Energy Conservation

☐ Seek out outdoor or naturally lit venues to conserve energy—see appendix to learn how to reserve a space
  • Be sure to have a rainy day plan.

☐ Avoid energy intensive activities.
  • For example: Use non-electric acoustic live music options instead of band setups requiring amplifiers and microphones, light shows, etc.

☐ Locate the event within easy walking distance.

☐ Encourage participants to carpool to the event.
  • Post a ride-share page on your event website.
  • Share the university’s ride board with attendees:
    https://rideboard.admsrv.ohio.edu/rideboard/index.jsp

☐ Extra Credit: Purchase ‘carbon offsets’ to indirectly reduce greenhouse gas emissions produced during event
  • This organization works with forestry landowners of Appalachia to offer credits that offset your carbon output. http://www.appalachiancarbonpartnership.org/
  • Also consider Planet Bluegrass, an annual music festival dedicated to sustainable festivation.
Water Conservation

- Avoid water-intensive activities.
  - Slip-n-Slides, blow-up pools, sprinklers, dunking tanks, etc.
- Provide large water dispensers instead of water bottles
- Encourage attendees to bring their own water bottle to the event

Event Analysis

- Consider designating a ‘green team’ to educate attendees and gather feedback.
- Mentally evaluate successes and identify areas for improvement.
- Complete short follow up survey emailed to the person who registered event one day after the event.

Definition of Zero Waste:
90% of waste generated is diverted from landfills to compost or recycling facilities and efforts are taken to reduce total waste generated.
Minimum Requirements

- Utilize online communication as much as possible
- Minimize paper advertising.
- Minimize single-use décor (such as balloons and streamers).
- Offer local, sustainable, and/or fair trade food (if food is provided).
- Offer, promote, and utilize recycling and compost containers.
- Service ware (napkins, utensils, plates) is reusable or compostable (if provided).
- Do not provide Styrofoam or non-recyclable or non-compostable products.

WHY NO STYROFOAM?
It is made of petroleum, a non-renewable resource, and can take hundreds of years to break down in landfills.
**Appendix**

**WHAT IS RECYCLABLE ON CAMPUS?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEWSPAPER</strong></td>
<td><strong>TISSUES</strong></td>
</tr>
<tr>
<td><strong>MAGAZINES/ CATALOGS</strong></td>
<td><strong>PAPER TOWELS</strong></td>
</tr>
<tr>
<td>Cardboard and pasteboard (boxes, pizza boxes, cartons)</td>
<td><strong>FOOD (except w/ organized compost pick-ups through Culinary and/or Campus Recycling)</strong></td>
</tr>
<tr>
<td><strong>GLASS BOTTLES</strong> <em>(no blue glass unless stated)</em></td>
<td><strong>WRAPPERS</strong></td>
</tr>
<tr>
<td><strong>WHITE/ COLOR PAPER</strong></td>
<td><strong>WAXED PAPER</strong></td>
</tr>
<tr>
<td><strong>TIN/STEEL/ALUMINUM CANS</strong></td>
<td><strong>PLASTIC BOTTLES #3-7</strong></td>
</tr>
<tr>
<td><strong>PLASTIC BOTTLES #1-2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PLASTIC BAGS</strong></td>
<td></td>
</tr>
</tbody>
</table>

Electronics and other less common items may be recyclable: [http://www.ohio.edu/facilities/recycle/recycling_campus.htm](http://www.ohio.edu/facilities/recycle/recycling_campus.htm)
FUNDING OPPORTUNITIES

Student Senate Funding: SAC and UFund
http://www.oustudentsenate.com/funding

The Resident Action Council
http://www.ohiotrac.com/

SUPPORT NETWORK

Appalachia Ohio Zero Waste Initiative:
Provide free consultation for your event.
Coordinate event volunteers, recycling, and compost for a fee.
Contact: Erin Sykes Email: zerowaste@ruralaction.org
Phone: (740) 767-4938
http://ruralaction.org/programs/zerowaste/

The Compost Exchange
Pick up pre-consumer compostable waste (no dairy or meat). Good option for off-campus events.
Phone: (740) 592-3800
Email: composti@thecompostexchange.com
http://thecompostexchange.com/zero-waste-events/

EcoReps
Student organization dedicated to educating students about sustainability.
Available for consultation and possible volunteer support.
Email EcoReps President Liz Emley with inquiries: ee244409@ohio.edu
ON-CAMPUS LOCATION RESERVATIONS

Ohio University Event Services
Room reservations and equipment rentals
http://www.ohio.edu/eventservices/reservations/
350 Baker University Center
Phone: (740) 593-4021

Classroom Reservations
Classrooms may be reserved only by student organizations that are officially registered with Ohio University’s Campus Involvement Center.
Submit a request online: https://astra.ohio.edu

Recreational Facility Reservations
Aquatic Center
Olympic-size swimming pool. Fees for private rental vary.
Phone: (740) 593-4670

Challenge Course & Climbing Tower
Low and high ropes course. Fee is based on number of participants, student/ non-student status, and time. Campus Recreation Phone: (740) 593-9913

Climbing Wall
Campus Recreation Phone: (740) 593-9913

Club Sports Fields
Reserve outdoor soccer, football, and baseball fields on South Green, West State St., and Stimson Avenue. No fee unless field preparation is required.
Campus Recreation, Phone: (740) 593-9913

Driving Range
Fee assessed according to number and size of buckets used
Campus Recreation, Phone: (740) 593-9913

Intramural Sports Fields
Outside soccer, football, and baseball fields on Mill Street. No Fee unless field preparation is required. Campus Recreation, Phone: (740) 593-9913

Ping Recreation Center
Reserve meeting rooms, basketball courts, and racquetball courts.
Facility request forms are available in room 142 in Ping and must be submitted at least one week in advance.
EQUIPMENT RENTALS

University Moving & Surplus
Reserve tables, chairs, and stage equipment.
Round tables (5ft in diameter) are $5.00/each, rectangular tables (6ft) are $4.00/each, and metal/plastic chairs are $1.00/each. Fees are subject to change.
Building 9, The Ridges, Phone: (740) 593-0463.

Add Nelson Dining Hall
Rooms and catering available
Phone: (740) 597-7111

The Patton College of Education and Human Services’ Curriculum & Technology Center
Equipment rental audio visual equipment is available for a fee.
215 McCracken Hall

Bedrock Party Rentals, LTD
Rents out linens, dishware, serving items, and more.
Phone: (740) 594-7127, Email: info@bedrockpartyrentals.com

Tent and Canopy Permits:
http://www.ohio.edu/riskandsafety/ehs/fire/tentpermits.html
A Tent Permit should be submitted to EHS no later than 7 days prior to the event.